

**RICHMOND CITY PLAN COMMISSION
PETITION FOR REZONING TO THE SPECIAL USE DISTRICT**

NO. _____

DATE: _____

The Common Council of the City of Richmond has established as a Zoning Classification the Special Use District. The Special Use District does not stand by itself but shall be combined with an existing zoning district. The special uses that may be allowed within the Special Use District are specifically enumerated in each zoning district classification.

The Richmond City Plan Commission meets on the fourth Thursday of each month at 7:00 p.m. in the City Council Chambers. The Petition for Rezoning to the Special Use District consists of the following items:

- A. General Information**
- B. Special Use Standards**
- C. Special Use Narrative**
- D. Site Plan & Sign Design**
- E. Signed Responsibility Form**

All petitions must be filed complete, in duplicate, by the last working day of each month in order to be placed on the next month's agenda. The presence of the Petitioner or the Petitioner's authorized agent is mandatory at the public hearing.

A. General Information:

Address of property: _____

Legal Description: _____

Owner (recorded): _____

Address: _____ **Telephone:** _____

Email: _____

Agent: _____

Address: _____ **Telephone:** _____

Email: _____

Date acquired: _____ **Zone Classification:** _____

Existing use: _____

Requesting Special Use: _____

B. Special Use Standards:

Article 48 of the Zoning Ordinance sets forth certain standards to be used as guidelines by the Plan Commission in considering Special Use District rezoning petitions. The following is the Petitioner's response demonstrating the manner in which the requested Special Use rezoning complies with said standards:

1. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, convenience, or general welfare for the following reasons:

2. The Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood for the following reasons:

3. The establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district for the following reasons:

4. Adequate utilities, access roads, drainage, buffering and other necessary facilities will be provided for the following reasons:

5. Adequate measures will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets for the following reasons:

C. Special Use Narrative:

The Special Use established by Ordinance of the Common Council within the Special Use District shall be limited to that specific Special Use and shall not be altered, converted, modified or substituted in any way without an amendment to said Special Use

being granted in accordance with Article 62 of the Zoning Ordinance. The following narrative is the Petitioner's detailed description of the Special Use being requested:

D. Site Plan and Sign Design:

The Site Plan submitted is to be drawn on unlined paper at an engineering scale, with a north arrow and shall show the following:

1. All property lines.
2. Location of existing building(s).
3. Location of proposed building(s) and/or additions.
4. Location of off street parking and loading spaces.
5. Existing and proposed dimensions shall be given for the following:
 - a. property lines
 - b. existing building(s)
 - c. proposed building(s) and/or additions
 - d. building setbacks from all property lines
6. Location of existing and proposed utilities lines and sewers.
7. Location of existing and proposed curb cuts.
8. Arrows indicating the direction of flow of surface storm water and location of existing and proposed storm water drainage facilities.
9. Location and type of existing and proposed fencing, screening, and landscaping.
10. Any other information required by the Plan Commission Staff.
11. Sign design and size dimensions.

I hereby depose and say that all the above statements and the statements contained in all the exhibits transmitted herewith are true:

| | |
|-------------------------|----------------------|
| <hr/> Petitioner | <hr/> Address |
|-------------------------|----------------------|

Subscribed and sworn before me this day _____ of _____, 20____

Notary Public, Resident of Wayne County

My commission expires _____

RICHMOND ADVISORY PLAN COMMISSION

RICHMOND INDIANA

RESPONSIBILITY FORM

- ✓ Petition - Completed in entirety, including signed by OWNER and notarized.
- ✓ Filing fee of \$100.00, check payable to "City of Richmond".
- ✓ Include site plan as specified on petition.
- ✓ Return Petition, complete with ALL information, by 4:30 P.M. on the last working day of each month.
- ✓ Plan Department staff prepares Legal Notice of Public Hearing and places the advertisement in local newspaper at least ten (10) days prior to hearing.
- ✓ Plan Department staff mails Notice of Public Hearing to Adjoining Property Owners at least ten (10) days prior to hearing.
- ✓ ***Petitioner or agent MUST be present at hearing.***
- ✓ Hearings are 4th Thursday of each month at 7:00 p.m. — held in Council Chambers on 3rd floor of Richmond Municipal Building, unless notice has been given for change of date.
- ✓ Board will hold Public Hearing and, in most cases, vote on the case the night of the hearing — six (6) votes are required for official action. Vote is a recommendation ***ONLY***.
- ✓ Case then goes before Common Council for Public hearing and final action.
- ✓ Common Council meets the 1st and 3rd Mondays each month. Please check with the Plan Department (765-983-7342 or 7343) for scheduled date of your petition.
- ✓ I / We agree to allow the Planning Office to place an informational sign in our yard for a minimum of 10 days before the Plan Commission Hearing.

I, the undersigned, have read and understand the above requirements and conditions and will abide by them.

Signature of Petitioner or Agent